

THE UNIVERSITY OF MEMPHIS

The Graduate  
Program  
in  
Communication

Student Handbook

2011 - 2012

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# Welcome

This handbook is for incoming masters or doctoral students in Communication at the University of Memphis. The MA and PhD programs at the University of Memphis offer a hospitable environment to work within and across different sub- fields of communication and to engage in interdisciplinary scholarship. Graduate students develop a plan of study tailored to their interests, receive individual attention from the faculty, and have the opportunity to work with the university's unique interdisciplinary Center for the Study of Rhetoric and Applied Communication (CSRAC).

We hope you will find the handbook useful as you learn more about our program and the procedures that guide us.

The communication faculty members are committed to developing specialists who can take leadership roles in their organizations and in the community. Our curriculum is designed to help you acquire the knowledge, skills and abilities necessary for competent professional practice.

**We can help you most effectively when you take time to read, understand and follow the guidance provided in this handbook. The full graduate catalog is at:**  
<http://www.memphis.edu/gradcatalog/>

**For more information:**

Rika Hudson, Administrative Assistant I [rlhudson1@memphis.edu](mailto:rlhudson1@memphis.edu) (901) 678-2565

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212 Art and Communication Building  
The University of Memphis  
Memphis, TN 38152-3290  
<http://www.memphis.edu/communication/>

The Communication Department is housed in the Theatre & Communication Building, 3745 Central Avenue, on the campus of The University of Memphis. The Communication office is Room 143.

**Note:** The Department of Communication reserves the right to alter any part of this handbook and/or the policies and procedures involved without notice.

## Masters Programs

The MA program offers two concentrations:

### **Communication**

The concentration in communication provides students with fundamental grounding in communication theory and rhetorical theory. The program is then tailored to meet the needs and interests of individual students, preparing students for communication positions in industry, government, or non-profit sectors, or for entry into a PhD program.

### **Film and Video Production**

The concentration in film and video production combines technical instruction with courses in both motion picture and traditional communication studies to provide students with the knowledge and tools necessary to function in the multifaceted world of audiovisual production. The approach to media practice is broad enough to address the needs of the independent artist, as well as those who seek to enter the industry.

## Doctoral Programs

The PhD program offers two concentrations:

### **Rhetoric**

Students in rhetoric typically choose focus areas in public address, argumentation, rhetoric and cultural studies, and rhetorical theory. We have a formal relationship with the Memphis Theological Seminary that is designed to promote the study of rhetoric and religion, as well as African-American rhetoric.

### **Applied Communication**

Students in applied communication typically choose focus areas in health, interpersonal, intercultural, persuasion and social influence, and organizational communication. Students are currently working on projects in veterinary communication, intercultural health communication, communication in biomedical research, patient/provider communication, entertainment education, and several other areas.

## Program Prerequisites and Admission

The Graduate School collects your application, test scores, and transcripts, and when complete, forwards them to the Communication Department to consider for admission to the communication program. The Graduate School information and applications can be found online:

<http://academics.memphis.edu/gradschool/applicant.html>

The specific requirements are as follows:

### **MA Program**

In addition to the Graduate School application, a student must send the following items to the Department of Communication:

1. A completed application form specific to the Communication Department  
[http://www.memphis.edu/communication/pdfs/ma\\_application.pdf](http://www.memphis.edu/communication/pdfs/ma_application.pdf)
2. A statement of purpose that explains the applicant's reasons for seeking a masters degree from the Department of Communication at The University of Memphis
3. Two letters of recommendation submitted by persons competent to judge the applicant's academic record and potential for advanced graduate work. Send all of these items to:

Communication Graduate Secretary  
Department of Communication  
212 Art and Communication Building  
Memphis, TN 38152-3150

All students applying for admission are also required to submit Graduate Record Examination (GRE) verbal reasoning, quantitative reasoning and analytical writing scores. In addition to meeting university admission requirements, the Graduate Admissions Committee of the Communication Department uses the following criteria in consideration of applications:

1. Competitive GRE scores.
2. An undergraduate GPA of 3.0, a GPA of 3.2 for the last 60 credit hours, or a GPA in the major of 3.25
3. If English is a second language, a TOEFL score of 600 (or 250 on the computer-based TOEFL) and a TSE score of 280

Meeting these criteria does not guarantee admission to the program. All applications are considered individually by the Graduate Admissions Committee.

If the candidate does not meet the above criteria, but has an undergraduate GPA for the last 60 hours of at least 2.7 and competitive GRE scores (TOEFL and TSE scores remain the same), the application will be referred to the departmental graduate studies

committee for consideration. In such cases, additional materials may be sought from the applicant. Candidates with low GRE scores or a GPA for the last 60 hours of undergraduate work below 2.7, or, if English is a second language, a TOEFL score below 600 or a TSE score below 280, will not be admitted.

### **PhD Program**

For the PhD program, the following items need to be sent to the Communication Department:

1. A completed application specific to the Communication Department  
[http://www.memphis.edu/communication/pdfs/phd\\_application.pdf](http://www.memphis.edu/communication/pdfs/phd_application.pdf)
2. A statement of purpose that explains the applicant's reasons for seeking the doctoral degree from the Department of Communication at The University of Memphis
3. Three letters of recommendation submitted by persons competent to judge the applicant's academic record and potential for advanced graduate work.
4. Two samples of scholarly writing (e.g. publications and/or papers)
5. Transcript of prior academic work at the undergraduate and graduate levels. Individual copies should be sent to the Graduate School and to the department's coordinator of graduate studies. (A minimum graduate GPA of 3.5 for the MA [on a 4-point scale] is expected.)
6. A vitae/resume.

Send these items to:

Communication Graduate Secretary  
Department of Communication  
The University of Memphis  
212 Art and Communication Building  
Memphis, TN 38152-3150.

All students applying for admission are also required to submit Graduate Record Examination (GRE) verbal, quantitative, and analytical writing scores. In addition to meeting university admission requirements, the student must have GRE competitive scores. If English is a second language, a TOEFL score of 600 (or 250 on the computer-based TOEFL) and a TSE of 280 are required. Meeting these criteria does not guarantee admission. All applications are considered individually by the Graduate Admissions Committee.

### **Deadlines**

The department typically admits students in the fall semester. **Review of applications and awarding of graduate assistantships begins on February 1** and continues until all positions are filled. The department cannot guarantee consideration of applications received after June 1. **Any application that is not complete by July 15 will not be considered.** Prospective students should note that the departmental deadlines might differ from those of the Graduate School.

Note: Your current **e-mail, postal addresses, and telephone numbers** MUST be on file at

all times in the Communication Department. Changes in address or telephone number should be reported to the department secretary at 901-678-2127 and to the University Registrar. Students who fail to comply will risk forfeiting opportunities for assistantships and for part- and full-time employment.

## Maintaining Satisfactory Academic Progress

At the end of every semester, the graduate faculty in the Department of Communication evaluates the progress of every MA and PhD student in the program. For a student to continue in the program, he or she must achieve satisfactory progress. The student will be judged as NOT making satisfactory progress if:

MA and PhD:

1. The student's cumulative GPA drops below 3.0 and remains there for more than one semester or nine credit hours.
2. The student has acquired more incompletes than he or she can complete during one semester of normal academic work.
3. The student fails the Comprehensive exam.

PhD:

4. The student's coursework does not demonstrate promise for independent scholarly work.

**Should a student fail to maintain satisfactory progress, the graduate committee, in conjunction with the chair, may terminate the student's degree candidacy.**

## Professional Ethics and Communication

Graduate study in the Department of Communication trains students to become professionals in their field of choice. Two pillars of professional conduct comprise the foundation of such training:

**Ethics** – Professionals prize academic work that rigorously and systematically acknowledges its sources; they know relevant definitions of academic misconduct and refuse to engage in such misconduct:

The Department adheres to University definitions of academic misconduct found HERE:  
<http://saweb.memphis.edu/judicialaffairs/dishonesty/definitions.htm>

**Civility** – Professionals practice constructive dialogue and disagreement in the interest of sustaining a tolerant and respectful environment for teaching and research; they know what uncivil conduct is and refuse to engage in conduct that obstructs successful and safe learning.

The Department adheres to University definitions of “prohibited conduct by students” found HERE:  
[Student Code of Rights and Responsibilities at The University of Memphis](#). For additional guidance on the importance of ethical communication see the [National Communication Association's Credo for Ethical Communication](#).

Students found by the Office of Judicial Affairs to have committed misconduct will be sanctioned by the University in accordance with the policies contained in the “Code of Student Rights and Responsibilities” and may have their graduate candidacy terminated by the Department.

## Frequently Asked Questions

**Q. I am thinking about applying to the graduate program. Whom do I contact?**

**A.** Dr. Amanda Young, our graduate program coordinator ([ajyoung@memphis.edu](mailto:ajyoung@memphis.edu)) or Rika Hudson, our graduate secretary ([rlhuds1@memphis.edu](mailto:rlhuds1@memphis.edu))

**Q: How much is tuition?**

**A.** Because it changes from time to time, we suggest you check the University of Memphis website for the current tuition and fee chart at:

[http://bf.memphis.edu/finance/bursar/Final\\_2009-10\\_Fee\\_Chart.pdf](http://bf.memphis.edu/finance/bursar/Final_2009-10_Fee_Chart.pdf)

**Q: Are assistantships available? How do I apply for one?**

**A.** Assistantships are available. They generally include both a tuition waiver and a stipend. The department has 20 hour per week assistantships, which typically are given out before the fall semester. The deadline for applying for fall graduate assistantships is **June 1**, but applications are accepted and reviewed starting **Feb. 1**. Space is limited in the department.

Graduate assistantships only apply to the fall and spring semesters. You will pay for summer courses yourself. Out-of-state graduate assistants pay the “in-state” rate for any summer classes they take after the first year. Graduate students work their hours each week according to their assignment and the prerogative of their supervisor.

GA’s also will get a discount at the U of M Bookstore. The bookstore offers a 5% discount on textbooks and 10% discount on all other items over \$1.00 (before taxes). Show a copy of your GA contract to get the discount. We suggest you ask for a copy of the contract when you sign it at the start of each academic year.

**Q: What forms are necessary for admission?**

**A.** See pages 4-6 of this handbook. If you have additional questions about application forms, send an email to Rika Hudson, administrative assistant to the graduate program in communication.

**Q: When is the deadline for admission to the program?**

**A.** Review of applications and awarding of assistantships begins on February 1 and continues until all positions are filled. The department cannot guarantee consideration of applications received after June 1. Any applications that are incomplete by July 15 will not be considered.

**Q: I am an international student. Is there anything special I need to know or do?**

**A:** There is a special section on the university website that covers international student admission: <http://www.memphis.edu/iso/>

**Q: Where can I take the GRE?**

**A:** You can take the general portion of the GRE on campus in The University of Memphis Computer Testing Center, Brister Hall, Room 111. Call 800-473-2255 for information on dates and times and to register. If you are not near the campus, go to <http://www.gre.org> and locate the list of testing centers for your area. The University of Memphis institution code is: R-1459.

**Q: How long are my scores valid?**

**A:** 5 years

**Q: Can I transfer classes from other master's degree programs?**

**A:** It is possible to transfer credits earned at another university, but there are restrictions. See the online graduate catalog for details:  
[http://www.memphis.edu/gradcatalog/acad\\_reg/transfer.php](http://www.memphis.edu/gradcatalog/acad_reg/transfer.php)

**Q: Do you have scholarships for graduate students?**

**A:** Yes, but the funds are limited and the scholarships are highly competitive. For descriptions of scholarships available to incoming students, part-time students, and current graduate students see: <http://academics.memphis.edu/gradschool/gainfo.html>

**Q: I am not from Memphis. How will I find a place to stay?**

**A:** The University has a housing office that can assist you in applying for graduate housing on the campus or make referrals to other apartments and rooms off campus. Contact info:  
Residence Life, Richardson Towers, Room 011  
(901) 678-2295, <http://www.memphis.edu/reslife/>

Our local daily paper is the *Commercial Appeal*.  
<http://www.commercialappeal.com>

You can search apartment listings at many sites:

- <http://memphis.craigslist.org/>
- <http://www.rent.com>
- <http://memphisapartments.com/>

**Q: What kind of health coverage will I get as a student?**

Students who pay the student activity fee (included in the tuition) have access to the Student Health Center where treatment for minor problems is free. Nominal charges *do* apply to prescriptions, x-rays or special exams. The Student Health Center does not participate in insurance programs. The Health Center is located just south of the library.

**Q: Can I buy supplemental health insurance from the University?**

**A.** The Student Health Center has information of optional health care policies. They do not sell policies. The companies are chosen by the Tennessee Board of Regents (TBR) each year. The policies include family members at additional cost. Information is available at: <http://saweb.memphis.edu/health/>

Another place to look for and compare health insurance policies, including policies for students: <http://www.ehealthinsurance.com/>

**Q: I am not a U.S. citizen. What do I need to know about coming as an international student?**

**A.** Once you are accepted, The University of Memphis will send you an I-20 form. This enables you to apply for and obtain an F-1 visa. See: <http://www.memphis.edu/iso/newstudent.php>

For information about what documents you will need for your application, please click on “admission requirements for international students.”

**Q: I just want to take a few classes to see whether I like it or not. Can I do that?**

**A.** Yes, you can. People in this category are admitted to “non-degree status.” In this Case, you apply to the Graduate School only. If admitted you will be free to take classes in any department. You are limited to 12 semester hours in non-degree status. After 12 semester hours, you must apply as a regular degree-seeking student.

Be aware that you may be ineligible for education loans or tuition assistance from your employer while you are in non-degree status.

## Student Program Checklists

**Note:** Please remember that in addition to the requirements listed here, all graduate students should read the Graduate School Catalog, the information in each semester’s schedule of classes, announcements posted on the Graduate Program Website and notices posted on the Graduate notices board outside the Main Office, Room 143. All students must be aware of and meet all requirements of the Graduate School.

It is the student’s responsibility to see that all required forms are filed with the proper offices by the required deadlines. The student’s Advisory Committee will assist the student, but the ultimate responsibility remains with the student.

The student’s advisory committee will meet periodically to assess the student’s progress.

**Satisfactory academic progress is required for continuation in the program.** At the end of the spring semester the student’s advisor will review progress and inform the student of steps necessary to sustain or improve academic achievement.

## Master of Arts

**By the end of the first semester, or before completing nine hours in a part-time program, each MA candidate should:**

1. Select an advisor who is a member of the Graduate Faculty. The advisor will chair the student's Advisory Committee.
2. In consultation with the faculty advisor, select two additional faculty members for the Advisory Committee. At least one of the two additional members must be a faculty member in the Department of Communication
3. Complete the **MA Program Advisory Committee Form** and submit it to the administrative assistant.
4. Develop a **Plan of Study** following the format on the examples at the end of the handbook. The **Plan of Study** should specify if the student will complete written comprehensives exams, thesis, or a special project.
5. Meet with the Advisory Committee to discuss and approve the **Plan of Study**. The final approved **Plan of Study** should be given to the graduate program administrative assistant. **Make five copies** of the approved **Plan of Study**: one for yourself, one for each committee member, and one for the Coordinator of Graduate Studies. Use the examples at the end of the handbook as a guide.
6. When developing your plan of study, keep the following requirements in mind:
  - a. All MA students must successfully complete a minimum of 36 hours of graduate courses; 70% of the minimum must be at the 7000 level or above. (In other words, for a 36-hour degree, no more than 10 credits may be at the 6000 level.) The thesis, special project, and practicum, should a student choose one of these options, all carry academic credit, which count toward the minimum 36-hour requirement.
  - b. All MA students must successfully complete two of the following core courses: COMM 7321 Communication Theory, COMM 7350 Rhetorical Theory, or COMM 7804 Seminar in Media Theory and Criticism.
  - c. All MA students with a concentration in Film and Video Production must take 3 credits of COMM 7892 Film and Video Production before beginning their final special project.
  - d. Up to 9 hours outside the department may be applied to the minimum hour requirement with the approval of the student's MA committee.
  - e. Up to 6 semester hours earned at another institution may be applied to the minimum hour requirement with the approval of the student's MA committee.

**During the second semester or before registering for courses beyond 18 hours of study:**

1. Develop Thesis or Special Project Proposal

**Final Semester**

1. Submit **Application for Admission to Master's Degree Candidacy and Intent to Graduate Card**. The exact deadline due is specified in each semester's Schedule of Classes.
2. Completion of the degree requires **one of the following options**; however, students in **Film and Video Production must complete option c**, A Special Project:
  - a. **A written and oral comprehensive examination**. Students must pass both a written and oral comprehensive exam during or after their last semester of course-work. The student's MA advisory committee must approve the option and is responsible for evaluating the comprehensive examination. A pass on the written examination is necessary for admission to the oral examination. The quality of the comprehensive examination as a whole is determined at completion of the oral examination.
  - b. **A thesis and oral comprehensive examination**. On completion of the thesis, the student must successfully complete an oral defense administered by the student's MA thesis committee. The thesis must be acceptable to all members of the committee and recommended to the Graduate School after a successful defense.
  - c. **A special project and oral comprehensive examination**. A special project typically, but not always, includes development of a communication intervention for an organization, along with a lengthy paper explaining the theoretical grounding of the project and the students' process in developing it. See the Graduate Coordinator or your advisor for previous examples. On its completion, the special project must be presented to the student's MA committee. The student must also successfully complete an oral defense administered by the student's MA committee. The special project and oral examination must be acceptable to all members of the student's MA committee.

**Doctorate**

1. **Before registering for courses beyond 9 hours of study**, each doctoral student should meet with a temporary Ph.D. program advisor who will assist you in registering for the second semester and in identifying a permanent program advisor.

2. **Before registering for courses beyond 18 hours of study**, you must form a Ph.D. Advisory Committee consisting of a chair and at least three other members, of which one must be from outside the Communication Department, and can be a community member from your area of study. Three of the four members must be members of the graduate faculty and the chair must be a full member. Sometimes a student cannot identify an outside member after only one term of study. The outside member may be added to the committee after the second full semester of study (after 18 hours) and this person must agree to the program of study. See the Graduate Catalog for graduate faculty listings.

When your advisory committee has been established, complete the **Ph.D. Program Advisory Committee Form** and give it to the graduate program administrative assistant.

3. **Develop a Plan of Study**. This is the main business of the first meeting of the advisory committee. Once completed and approved, turn in the **Plan of Study** to the graduate secretary. In addition make six copies: one for yourself, one for each committee member, and one for the Coordinator of Graduate Studies. Use the examples at the end of the handbook as a guide.
4. **Course Requirements**.
  - a. Doctoral students must earn at least 60 semester hours beyond the master's degree as approved by their PhD committee, including a minimum of 15 hours for combined pro-seminar and dissertation credits and a minimum of 6 hours taken from outside of the Department of Communication. A maximum of 15 hours at the 6000 level is allowed for doctoral students.
  - b. Doctoral students must demonstrate competence in the research tool or analytic specialty required for completion of their dissertation. Competence can be demonstrated in a variety of ways to be determined by the student's advisory committee.
  - c. Doctoral students must have competency in three areas: Communication Theory, Media Theory, and Rhetorical Theory. These competencies can be satisfied academically in a variety of ways in consultation with the student's advisor.
5. **Prior to taking comprehensive examinations**, enroll in COMM 8992-Pro- Seminar: "Preparation of a prospectus for the doctoral dissertation." The topic will be approved by the student's advisory committee. Specific course requirements will vary depending on the nature of the topic, research methodology, and progress toward completion. **Students must complete at least 3 credits of this course to be eligible to take comprehensive examinations.**
6. **Comprehensive Examination for the PhD Degree**: Comprehensive Examinations for PhD candidates will be scheduled by the candidate's advisory committee in the last semester of coursework or as soon as possible afterward, but no later than one

calendar year from the completion of coursework. The two major components to these examinations are a written examination and an oral examination.

a. **Written Comprehensive Examinations.** The student's advisory committee will determine the distribution of hours, the administrative procedures and format for each student's comprehensive examinations. Administration of the examination may take one of three formats or a combination thereof:

1. A closed book examination, ten hours in length, ordinarily scheduled over three days. This is the standard procedure for written comprehensive examinations. The number of hours of closed book examination may be reduced if this format is used in combination with other formats.
2. A take-home essay with a time limit of 12-24 hours for completion.
3. An essay of pre-determined length due within a specified time period.

Students should meet with their advisory committee no later than three months prior to their anticipated comprehensive examination date. The committee will develop written guidelines specifying what content will be covered, who will develop questions, along with format and administrative procedures. Each member of the advisory committee, the student, and the graduate studies coordinator will sign the written agreement. After the examinations have been evaluated, the student will be notified of the outcome.

b. **Oral Comprehensive Examinations.** Upon successful completion of the written examination, the Committee Chair in consultation with the student's Graduate Advisory Committee will schedule an oral examination with his or her Graduate Advisory Committee. In addition to the Advisory Committee, any interested faculty may attend.

c. **Please see the University graduate catalog regarding failed examinations and appeals.**

7. **Selection of Dissertation Committee:** No later than the student's last semester of coursework, the student shall select a dissertation director, and in consultation with the director, invite three additional faculty members to serve as the student's dissertation committee. One member of the committee must be from outside the department. The dissertation director serves as the chair of the dissertation committee.
8. **Dissertation Prospectus Defense:** The student shall submit a proposal for the dissertation to the dissertation committee and defend the proposal before the committee. To be considered as "making satisfactory progress," a student must have his or her prospectus approved within two semesters of completion of the comprehensive examination.

9. **Dissertation Defense:** The dissertation director will circulate a complete draft of the dissertation to all committee members, who will be given the opportunity to provide feedback. If need be, the student will then write a revised dissertation, approved by the dissertation director, and circulated to all the committee members. The process will continue until the majority of the dissertation committee formally agrees that the dissertation is ready to be defended. At that time the dissertation director will schedule an oral defense of the dissertation. On approval of all the members of the dissertation committee, the dissertation will be submitted to the Graduate School for final approval and the degree awarded.
10. **Submission of Corrected Dissertation to the Graduate School:** A copy of the completed dissertation (inspected by the dissertation director to make sure all changes and corrections indicated at the defense have been made) must be submitted to the Graduate School in the semester in which you intend to graduate by the deadline specified in the Schedule of Classes for that semester. **Be sure to check with the Graduate School for specific regulations about formatting the dissertation.**

## Frequently Asked Questions

- Q: How many hours are required for the M.A. and the Ph.D. Programs?**  
**A:** 36 hours are required for the M.A.; 45 hours are required for the Ph.D.
- Q: How many 6000-level courses can I take?**  
**A:** MA students must have at least 70% of their credit hours at the 7000-level. Doctoral students may take 15 hours of 6000-level courses.
- Q: How many Independent Study courses can I take?**  
**A:** You may take up to 9 hours of COMM 7374/8374 Independent Studies in Communication Arts.
- Q: How do you know which classes to take when entering the program?**  
**A:** Your advisor and advising committee will assist you in mapping out your plan of study, which will be tailored to your specific area of interest.
- Q: Who selects my committee?**  
**A:** The graduate student alone selects his or her committee members, but all faculty members should be able to give advice accordingly.
- Q: How do I know whom to ask to be on my program committee?**  
**A:** Selection of your committee depends upon your interests. Work with your advisor to make appropriate selections.
- Q: By when do I need my committee?**  
**A:** M.A. students should form their committees by the time they have completed 9

hours of coursework. Ph.D. students should form their committees by the time they have completed 18 hours of course work.

**Q: Who selects the courses for my program?**

A. A temporary adviser is provided to advise you on how to construct a program appropriate to you and your interests.

**Q: Who approves my course of study?**

A. Your full committee, not your chair. The mutual understanding between you and your committee born of your having accurate information and the benefit of full committee discussion is the soul of program planning.

**Q: What if my area of interest does not line up with the department's research foci?**

A. It may be possible to tailor an individual plan of study different from the department's main research foci depending on the research interests of faculty members. Students may supplement their committees by selecting faculty from other departments who share their research interests. However, when students are admitted to the program, it is generally with the expectation that they will stay within the areas best represented by the department faculty.

**Q: What are Comps and when are they offered?**

A. Comps are the comprehensive or qualifying examinations that are offered after completion of coursework and the pro seminar. The examination questions are submitted by your committee and specifically cover your area of study in addition to communication theory and research methods. There are two components to comps--- written and oral. M.A. students who select the written comprehensive examination option take 8 hours. M.A. students who select the thesis or special project option for completion of the degree are not required to complete a written comprehensive examination. Ph.D. students take 10 hours of the written portion of the examination.

Comprehensive examinations are scheduled by the candidate's advisory committee.

**Q: Does my advising committee have to be the same as my thesis/dissertation committee?**

A. No. Although continuity is important, changes may occur as students begin to refine their interests as they approach the dissertation/thesis stage. It is not uncommon to have a different committee for dissertation/thesis.

**Q: What forms are needed for the Comps? For my dissertation/thesis?**

A. Forms can be obtained from Rika Hudson in the department office.

## **How to build relationships in the discipline**

**Q: What conferences should I try to attend?**

A. Depending on your area of interest, there are a multitude of conferences. Graduate students often find the local and regional conferences, TCA(Tennessee Communication Association) and SSCA (Southern Speech Communication Association) most valuable. In addition, the department regularly supports graduate student travel to the National Communication Association's annual convention.

**Q: How do I present research at a conference?**

A. Typically, your adviser or a faculty member will work with you to identify and prepare an appropriate conference presentation. Attending conferences will also familiarize you with the expectations and format of such presentations. CGSA is another source of this information.

**If you have any further questions contact Dr. Amanda Young, graduate coordinator, at [ajyoung@memphis.edu](mailto:ajyoung@memphis.edu) or Rika Hudson, the graduate secretary, at [ssmith@memphis.edu](mailto:ssmith@memphis.edu).**

## Graduate Assistant Responsibilities

- Be sure you have a copy of your contract and fully understand its terms.
- Graduate Assistants can only work a maximum of 20 hours per week.
- You must maintain a 3.5 cumulative grade point average to continue as a graduate assistant in the Department of Communication.
- If your tuition is being paid from university funds (as opposed to a grant), you must maintain enrollment in 12 hours of graduate credit (or 6 hours if only taking dissertation/thesis). Dropping below 12 hours without prior approval could result in your contract being terminated. *Note: If you enroll in less than 6 hours in any semester, you will have FICA and Medicare withheld from your pay.*
- Enrolling in fewer than 12 hour graduate credits requires approval by the Vice Provost for Graduate Programs.
- For your tuition and fees to be paid, your contract must reach the Graduate School by the 4<sup>th</sup> day of classes. It is essential that you provide the department with all relevant information as soon as possible.
- When the Bursar's Office processes your contract, they pay your tuition and fees. Any services (such as Parking, Financial Aid, or the Recreation Center) that are contingent upon payment of fees have to wait for your contract to reach that office.
- If you are working fewer than 20 hours per week, you must pay half of your tuition by the appropriate fee payment deadline. For specific fee payment requirements, fee

information deadlines, and penalties, go to the Bursar's Office section under the "Account\$" tab on [Spectrum.memphis.edu](http://Spectrum.memphis.edu).

- If you hold an assistantship in the Spring semester, you are eligible to pay in-state tuition rates for the summer semester even if you do not hold a graduate assistantship during the summer. See the Graduate School for additional information.
- If you have financial aid, you need to notify the Financial Aid Office because the amount of your loan may need to be adjusted.
- If you are receiving federal work study as part of your stipend, be sure you fully understand the implications. See the Financial Aid Office or the Graduate School for details.
- Additional assignments are *sometimes* available to Graduate Assistants. In the Department of Communication eligibility requires at least a 3.5 GPA, the approval of your assistantship supervisor, the graduate coordinator of your program, and the Graduate School. *These approvals must be secured BEFORE you begin any additional work.*

*Additional assignments cannot exceed 10 hours/week. Students on F-1 visas are generally not eligible for additional assignments. See the Graduate School for more details.*

- If you are a non-resident alien:
  - You must apply for a social security number as soon as possible.
  - You must give Human Resources a copy of your social security number.
  - After obtaining your social security number, you must see Ms. Senese Duhart, Administration Building 276, to complete a Form W-4 for tax purposes.

For any information about graduate assistantships, please contact Ms. Jan Brownlee at (901) 678-4370 or [jbrownle@memphis.edu](mailto:jbrownle@memphis.edu)

## Graduate Teaching Assistantships

### First Year Masters Students

Typically, you will assist a faculty member in research or other duties during the first two full semesters, although you are expected to intern with an experienced Graduate Teaching Assistant (GTA) during your second semester in preparation for your own teaching assignments, which will be made for the second year of the program. During the first semester

of teaching, you will also be required to attend a weekly one-hour course (COMM 7002) designed to help manage students, determine grading strategies and handle other responsibilities as the sole instructor for a course.

### **First Year Doctoral Students**

Typically a doctoral student will have teaching experience coming into the program, and thus move immediately into teaching two sessions of 2381. On occasion, a doctoral-level GTA may be assigned a different course in the curriculum depending on expertise and departmental need. All first-time GTAs, doctoral as well as master's level, are required to attend the weekly one-hour orientation course (COMM 8002) to help adjust to his or her new teaching assignments and departmental culture. Doctoral GTAs who have not had teaching experience are expected to intern with an experienced GTA for the first semester of their assistantship.

### **Experienced GTAs**

Those students who have taught two sections of the basic course for at least one year (two full semesters) are required to enroll in COMM 7/8003, which traditionally involves attending a series of seminars each semester oriented around themes and problems connected with the basic course and/or communication instruction pedagogy.

### **Responsibilities**

- Email: All faculty and GTAs MUST read their email messages several times a day. All announcements, alerts, and other important memorandums will be distributed via email.
- Syllabus: All 2381 instructors are responsible for designing their own syllabus; however, the syllabus should reflect the basic syllabus shell, which contains all mandatory policies, as this is a general education requirement for all students. In addition, copies of the syllabus should be available to the students online (training is provided).
- Teaching Resources: Each classroom is equipped with computers, DVD/VHS players, projection screens, and dry erase boards. In the media closets of each classroom are copies of various videos for use in the class. All GTA's must see Ms. Rika Hudson, department secretary, for access to what they need. Furthermore, an access code is needed to operate the copy machine to make exams and necessary handouts; see Ms. Rika Hudson to set up your limited account to use the department copy machine. Other teaching aids may be available (when funds allow), such as stopwatches, grade books, chalk, dry erase markers, etc.; again GTA's will need to see one of the secretaries for current availability of these items.

For any further questions, please contact Ms. Lori Stallings at [lstllngs@memphis.edu](mailto:lstllngs@memphis.edu).

## Communication Course Descriptions

**6011 Communication in Organizations (3)** Communication systems and problems in contemporary organizations with emphasis on the role of communication in corporate culture and in organizational change.

**6012 Health Communication (3)** Examination of the role of communication in health care; application of communication theory and practice to the health care context from provider-patient interaction to cultural influences on health.

**6013 Political Communication (3)** Investigation of various forms of political communication; texts drawn primarily from current political disputes in the US; focus on improving basic skills of critical thinking and writing about civic life.

**6014 Communication on the Internet (3)** Research and theories examining role of internet and new technologies in everyday interaction; interpersonal and group communication, language change, online communities and social networks, identity and self-presentation online.

**6211 Media 2.0 (3)** Examination of the long tail phenomenon and other theories behind media 2.0 and cases of actual media 2.0 artists; interview people who are making a living producing and distributing their work on the Internet and other alternative channels and explore how these new distribution forms challenge assumptions about how mass media should/does work.

**6340 Listening (3)** Exploration of communication theory and practice from the perspective of listening; emphasis on philosophical, practical, and personal dimensions of listening as an art of being as well as a mode of doing.

**6341 Interpersonal Communication (3)** Theory, research, and practice regarding dyadic communication.

**6342 Small Group Communication (3)** Advanced study of group communication theory emphasizing group membership, member perceptions, group development, group process, and group outcomes.

**6360 American Eloquence (3)** Examination of notable public discourse from founding of the republic through the twentieth century; religious and secular foundations of American rhetoric; tensions of inclusion and exclusion in development of national self-understanding.

**6363 Dialogue (3)** Theoretical, philosophical, and practical exploration of dialogic communication and relations.

**6364 Voices of American Women (3)** Examines history of women's public discourse in the US from 19th through 20th centuries; considers social and cultural significance of women's

participation in public discourse; issues of credibility and nature of argument both within and about women's public address.

**6365 Place, Community, and Communication (3)** Explores interrelationships among human interaction, created places, and the natural world; emphasizes communication environment, broadly conceived, and its effects on community.

**6373 Interracial Communication (3)** The social problems encountered in communication between blacks and whites; readings, discussion, and field study on how prejudice, stereotypes, and self-concepts can affect communication; exploration of rhetorical methods to minimize these problems.

**6375 Intercultural Communication (3)** Special problems encountered in communication between people of different cultural backgrounds; focus on understanding communicative interaction between and among people with different national/cultural backgrounds and functioning more effectively in multicultural settings.

**6380 Communication and Conflict (3)** Theories and methods of conflict management and resolution, focusing on practical communication skills; emphasis on concepts of perception, listening, and peacemaking.

**6802 Internship (1-3)** Field studies in communication; supervised practical work with government institutions, private business, film company, or broadcast and electronic media firm; written analysis of experience required. May be repeated for a maximum of 6 semester hours. PREREQUISITE: Permission of instructor. Grades of S, U, or IP will be given.

**6810 Broadcast Regulation and Program Policy (3)** Effects of FCC and other governmental regulations on broadcasting and electronic media management and operations; licensing, renewals, content control, politics, and copyright.

**6811 Radio and Television Programming (3)** Analysis of individual program formats (with examples); use of this information along with ratings and other audience research to study the design of program schedules.

**6812 Communications Law in the Performing Arts (3)** Artist, performer, management contractual relationships; acquisition, copyright, and disposition of literary and audio-visual properties; production and distribution agreements; advertising law and other matters for TV, motion picture, radio, and stage businesses.

**6822 Audio Production for Broadcasting and Film (3)** Intermediate principles and practices of audio (recording, editing, mixing, and design) with emphasis on film and video production. PREREQUISITE: Minimum grade of "C" in COMM 3824 or permission of instructor.

**6824 Cinematography/Videography (3).** Art of visual interpretation with a strong concentration in the theory and techniques of lighting. Experience with professional film and video cameras and lighting equipment. PREREQUISITE: COMM 3824.

**6825 Editing and Post-Production (3)** Aesthetics of continuity development in variety of editing styles; editing techniques and post-production procedures for both video and double system film. PREREQUISITE: Minimum grade of "C" in COMM 3824 or permission of instructor.

**6831 Broadcast and Cable Sales and Advertising (3)** Relation of broadcasting and cable sales and advertising to networks, station representatives, and salespeople; role of sponsors, agencies, and allied groups.

**6841 Television Workshop (4)** Production of television programming for local cablecasting. May be repeated for a maximum of 8 semester hours; repetition will not result in change of any grade previously given. PREREQUISITE: Permission of instructor.

**6842 Television Studio Production II (4)** Advanced training in TV studio/multiple camera techniques; extensive production work. PREREQUISITE: COMM 3842.

**6850 Film History I. (3) (6852)** Historical survey of motion pictures from medium's pre-history to 1940 with emphasis on narrative film.

**6851 Film History II (3)** Historical survey of major movements, genres, and themes in narrative film from 1940 to 1960.

**6853 Documentary Form in Film (3)** Development of non-fiction film as rhetorical and expressive form; analysis of individual films, genres, and filmmakers.

**6854 Documentary Form in Broadcasting (3)** History, theory, and criticism of non-fiction broadcasting, including docudrama and television documentaries.

**6856 Women and Film (3)** Women as performers, viewers, subjects, and creators in American and international film.

**6857 History of Broadcast and Electronic Media (3)** Comprehensive history of broadcast and electronic media as developed from 1895 to present.

**6858 Contemporary Cinema (3)** Major themes and styles in international and American narrative film from 1960 to present.

**6871 Broadcast and Cable Management (3)** Theories of management; special problems and situations confronting managers of broadcast and cable outlets, including personnel, engineering operations, programming, and sales functions. PREREQUISITE: COMM 3800.

**6891 Producing and Directing for Film and Video (3)** Research and script preparation; budgeting and production management; working with actors and crew. PREREQUISITE: Minimum grade of C in COMM 3824 or permission of instructor.

**6960 Documentary Writing (3)** Writing for nonfiction media.

**6970 Screenwriting (3)** Writing for fiction film and television. Basic dramatic theory, narrative structure, characterization, dialogue, adaptation and unique demands of audio/visual media.

†**7001/8001 Research Assistantship (3)** Assisting professors with research projects. May be repeated for a maximum of 12 credit hours. PREREQUISITE: Graduate research assistant status in Department of Communication.

†**7002/8002 Intermediate Teaching Techniques for Graduate Assistants (3)** Overview and practical demonstrations of the art of teaching oral communication; discussion of instructional issues including the role of race, ethnicity, and nationality in classroom interactions. May be repeated for a maximum of 12 credit hours. PREREQUISITE: Graduate teaching assistant in Department of Communication.

†**7003/8003 Advanced Teaching Techniques for Graduate Assistants (3)** Discussion of pedagogy for the traditional classroom and other instructional settings (e.g. corporate training); may include interning in and teaching courses in addition to oral communication. May be repeated for a maximum of 12 credit hours. PREREQUISITE: Graduate teaching assistant in Department of Communication.

**7012/8012 Seminar in Health Communication (3)** (Same as ENGL 7012/8012). Examines current issues in health communication research, including patient-provider relationships, new technologies and health promotion, and health organizations. May be repeated for a maximum of 9 credit hours.

**7013/8013 Seminar in Political Communication. (3)** Survey of critical and rhetorical theories of contemporary US political discourse; examines relationships among rhetoric, culture, and state power; assignments lead toward preparation of manuscript for eventual publication. May be repeated for a maximum of 9 hours credit.

**7014/8014 Public Health Communication (3)** Explores the communication processes and practices that can be used to promote positive change in health behaviors, including the rhetorical exigencies inherent in public health care communication, the various formats for disseminating medical information, and the specific audience needs that health care communication must address.

**7016/8016 Health Communication Campaigns (3)** Explores the communication processes and practices that can be employed to promote positive social change,

particularly in the context of public health.

**7321/8321 Communication Theory (3)** Theories, models, and approaches to study of communication.

**7322/8322 Persuasion and Interpersonal Influence (3)** Topical seminar examining how people use communication to alter attitudes and behaviors of others in public and face-to-face settings; covers various social-scientific theories and research areas of persuasion and interpersonal influence. May be repeated for maximum of 9 hours.

**7331/8331 Seminar in Communication Theory (3)** Specific topics, issues, and research in communication theory. May be repeated for a maximum of 9 hours credit.

**7332/8332 Seminar in Communication Research (3)** Examination of particular methodologies in communication research. Content will vary in response to current issues in the field. May be repeated for a maximum of 9 hours.

**7350/8350 Rhetorical Theory (3)** (Same as ENGL 7350/8350). History of rhetoric from the sophists through the present; may include reading from Isocrates, Plato, Aristotle, Cicero, Augustine, Erasmus, Ramus, Campbell, Blair, John Q. Adams, and others.

**7362/8362 Seminar in Public Address (3)** Intensive study of selected topics in the analysis and criticism of public arguments; emphasis on cross-cultural comparison of arguments and appeal in common rhetorical situations. May be repeated for a maximum of 6 hours credit.

**7369/8369 Seminar in Organizational Communications (3)** Selected variables of organizational communication with emphasis on methods of analyzing and auditing communication within the organizational setting. May be repeated for a maximum of 9 hours credit.

**7371/8371 Rhetorical Criticism (3)** (Same as ENGL 7371/8371). Examines principal modes of contemporary rhetorical analysis. PREREQUISITE: Permission of instructor for non-degree-seeking students.

**‡7374/8374 Independent Studies in Communication Arts (1-3)** Independent research in areas of special interest including rhetoric, radio, television, and film. May be repeated for a maximum of 9 hours. PREREQUISITE: Permission of the instructor.

**7432/8432 Quantitative Research Methods (3)** (Same as ENGL 7432/8432). Survey of quantitative research in communication; practical experience in collecting and analyzing quantitative information.

**7434/8434 Qualitative Research Methods (3)** Survey of qualitative research in communication. Practical experience in collecting and analyzing qualitative information.

**7450/8450 Seminar in Interpersonal Communication (3)** Selected examination of theory about one-on-one interactions, related research, and application of that theory and research in diverse interpersonal contexts. May be repeated for a maximum of 9 hours credit.

**7460/8460 Seminar in Group Communication (3)** Examination of the theoretical and methodological approaches to the study of group communication focusing on both the task and relational orientations of group interaction. May be repeated for a maximum of 9 hours credit.

**7472/8472 Organizational Culture and Change (3)** Examination of the wide variety of theoretical and methodological approaches to culture, identification of types of organizational cultures, and tracking cultural evolution.

**7474/8474 Supervisory Communication and Leadership (3)** Examination of the communication issues, strategies, and concepts involved in supervisory communication effectiveness. Review of current research regarding supervision, leadership, and teams.

**7616/8616 Contemporary Rhetorical Theory (3)** Examines the relationship between rhetorical theory and contemporary philosophy, especially post structuralism, neo-pragmatism, and hermeneutics.

**7621/8621 Seminar in Argumentation (3)** (Same as ENGL 7621/8621). Examines historical and contemporary argumentation theories and how those theories are incorporated into teaching oral argumentation and composition.

**7632/8632 Seminar in Rhetorical Criticism (3)** Examination of the principal modes of contemporary rhetorical analysis such as Neoclassical, Burkean, Feminist, Cultural/Critical, and Poststructuralist. Repeatable for 9 hours.

**7802/8802 Seminar in Film Criticism (3)** Intensive study of selected periods, genres, or filmmakers with emphasis on independent research project. May be repeated for a maximum of 9 hours.

**7804/8804 Seminar in Media Theory and Criticism (3)** Major critical approaches to media form and content; emphasis on film and television. May be repeated for a maximum of 6 hours.

**7806/8806 Seminar: Trends in Mass Communication (3)** Critical issue or issues facing communications today. Topics will vary each time offered. May be repeated for a maximum of 6 credits.

**7808/8808 Seminar: Mass Communication and Society (3)** Interrelationships between mass communications, the individual, and society. Topics will vary each time offered. May be repeated for a maximum of 6 credits.

**7809/8809 Seminar in Communication History (3)** Selected topics in history of communication, including public address, film, broadcasting, and electronic media. May be repeated for a maximum of 6 hours.

**7815/8815 Seminar in History of Rhetoric (3)** (Same as ENGL 7815/8815). Examines different periods and issues of rhetorical history each semester; one semester will consider Greek rhetoric (beginnings through New Testament); another will consider Latin rhetoric (Cicero through Renaissance); a third will cover Scottish, British, and American rhetoric. May be repeated for a maximum of 9 hours when topic varies.

**7819/8819 Rhetoric of Science (3)** (Same as ENGL 7819/8819). Examines traditional equation of science with knowledge and process by which historically based case studies of science writing and studies of technology can yield insight into the rhetorical dimensions of science.

**7820/8820 Topics in Rhetoric (3)** (Same as ENGL 7820/8820). Topical seminar devoted to an important aspect of the history, theory, or criticism of rhetoric. May be repeated for a maximum of 9 hours when topic varies.

‡**7892 Film and Video Production (1-3)** Workshop for film and video production. Students write, produce, direct, or assume crew responsibilities on productions. May be repeated for a maximum of 6 credits. See departmental guidelines for independent production requirements and procedures. PREREQUISITE: COMM 3824 or permission of instructor.

**7991 Seminar in Comparative Media (3)** To demonstrate through intensive analysis what happens to the form and content of a creative work in its various adaptations: novel, condensation, stage, movie, and television. Open to all Theatre and Dance, Communication, and English majors.

‡**7993/8993 Special Problems (1-3)** Directed individual investigation of special research projects not included in thesis.

†**7994/8994 Culminating Project (3)** Culminating research project in lieu of a thesis.

†**7995/8995 Production Practicum. (3-6)** Creative performance or production project suitable for public presentation and/or a practical application. Project to be determined in consultation with and directed by the student's supervisory committee.

†**7996 Thesis (1-6)**

†**8992 Pro-Seminar (3-6)** Preparation of prospectus for doctoral dissertation; topic will be approved by student's advisory committee. Specific course requirements vary depending on nature of topic, research methodology, and progress toward completion. Students must complete at least 3 credit hours of this course to be eligible to take qualifying examinations.

†**COMM 8996 - Reading for Comps (1-9)**

Arranged on an individual basis for communication students only. May be taken only at the end of coursework to fulfill the requirements for the PhD. Does not count toward the 45 hours of academic coursework required for the degree.

†**9000 Dissertation (1-9)** For students who have passed their comprehensive exam and have an approved prospectus to write their dissertation under the direction of their adviser.

† Grades of S, U, or IP will be given.

‡ Grades of A-F, or IP will be given.

## Graduate Faculty

### Full-Time Faculty

David L. Acey (Asst.)

(901) 678-3181     [dacey@memphis.edu](mailto:dacey@memphis.edu)

David L. Appleby (Prof.)

(901) 678-2569     [dappleby@memphis.edu](mailto:dappleby@memphis.edu)

Dr. Reece L. Auguiste (Instr.)

(901) 678-3012     [rauguist@memphis.edu](mailto:rauguist@memphis.edu)

Roxanna L. Gee (Assoc.)

(901) 678-3177     [rlgee@memphis.edu](mailto:rlgee@memphis.edu)

Dr. M. Allison Graham (Prof.)

(901) 678-3187     [magraham@memphis.edu](mailto:magraham@memphis.edu)

Dr. Katherine G. Hendrix (Assoc.)

(901) 678-3189     [khendrix@memphis.edu](mailto:khendrix@memphis.edu)

Craig Leake (Assoc.)

(901) 678-3174     [craig.leake@memphis.edu](mailto:craig.leake@memphis.edu)

Dr. Marina Levina (Asst.)

(901) 678-     [mlevina@memphis.edu](mailto:mlevina@memphis.edu)

Dr. Kris Markman (Asst.)

(901) 678-5458     [k.markman@memphis.edu](mailto:k.markman@memphis.edu)

Dr. D. Gray Matthews (Asst.)

(901) 678-3191     [matthews@memphis.edu](mailto:matthews@memphis.edu)

Dr. Richard R. Ranta (Prof.) (Dean)

(901) 678-2350     [rranta@memphis.edu](mailto:rranta@memphis.edu)

Steven J. Ross (Prof.)

(901) 678-3182     [sjross@memphis.edu](mailto:sjross@memphis.edu)

Dr. Sandra Sarkela (Assoc.) (Interim Chair)

(901) 678-3173     [ssarkela@memphis.edu](mailto:ssarkela@memphis.edu)

Dr. Craig Stewart (Asst.)

(901) 678-3176     [Craig.Stewart@memphis.edu](mailto:Craig.Stewart@memphis.edu)

Dr. Antonio Raul de Velasco (Asst.)

(901) 678-3185     [adevelsc@memphis.edu](mailto:adevelsc@memphis.edu)

Dr. Amanda Young (Assoc.) (Coordinator of Graduate Studies)

(901) 678-3612     [ajyoung@memphis.edu](mailto:ajyoung@memphis.edu)

# Useful Contacts at The University of Memphis

## **Apply to U of M Grad School**

<http://academics.memphis.edu/gradschool/applicant.html>

## **Tuition and fees for *on campus* grad students**

<http://bf.memphis.edu/finance/bursar/feepayment.php>

## **Forms and Info about U of M Graduate Programs**

<http://academics.memphis.edu/gradschool/>

## **To request Readmission after sitting out a fall or spring semester**

<http://academics.memphis.edu/gradschool/readmission.html>

**Graduate Admissions Office** Wilder Tower, room 201  
(901) 678-2911

## **How to Register for Classes**

<http://my.memphis.edu/cp/home/displaylogin> or  
call Student Information Services at (901) 678-2810

## **Communication and Fine Arts**

### **Associate Dean for Graduate Studies and Research**

Dr. Moira Logan  
Comm. Fine Arts Building, room 232  
[mlogan1@memphis.edu](mailto:mlogan1@memphis.edu)  
(901) 678-2350

## **Graduate Financial Aid**

Deborah Ann Brown  
[dbrown@memphis.edu](mailto:dbrown@memphis.edu)  
(901) 678-3737 [try e-mail first]  
See also p. 35 of this handbook

## **Graduate Thesis/Dissertation/Graduation Analyst**

Michelle Stout  
Administration Bldg., room 309  
[mstout@memphis.edu](mailto:mstout@memphis.edu)  
(901) 678-3560

### **Office of Residence Life**

Richardson Towers, Room 011  
(901) 678-2295  
<http://www.memphis.edu/reslife>  
[reslife@memphis.edu](mailto:reslife@memphis.edu)

### **Financial Aid and Scholarships**

Wilder Tower, room 103  
(901) 678-4825  
<http://www.enrollment.memphis.edu/financialaid>  
See also p. 35 of this handbook and:  
<http://academics.memphis.edu/gradschool/gainfo.html>

### **Work-Study Program [Financial Assistance]**

Wilder Tower, room 103  
Senese Duhart  
(901) 678-2271  
[sduhart@memphis](mailto:sduhart@memphis)

### **Accessing U of M Computers**

Room 124, Administration Building  
(901) 678-8888

### **Human Subjects (Institutional Review Board)**

Research Support Services  
Administration Bldg., Room 315  
(901) 678-2533  
[irb@memphis.edu](mailto:irb@memphis.edu)  
See procedures at: <http://academics.memphis.edu/irb/>

### **Veterans Office**

Wilder Tower, Room 003  
(901) 678-2996

### **Student Health Services**

Jacqueline De Fouw, MSN, RN  
(901) 678-3320  
<http://www.people.memphis.edu/~health>

**Campus Map:** <http://map.memphis.edu/>

## **Special Online Contacts**

### **Tuition questions**

Alecia Lawrence  
[alawrenc@memphis.edu](mailto:alawrenc@memphis.edu)

### **Library Contacts**

[exlibris.memphis.edu](http://exlibris.memphis.edu)

### **Computer Access / problems**

[is.memphis.edu/support](http://is.memphis.edu/support)

## **Special Contacts for International Graduate Students**

### **International Student Adviser**

Clar Nunis  
[csnunis@memphis.edu](mailto:csnunis@memphis.edu)  
(901) 678-4271

### **Center for International Programs and Services**

[for International students]

Rebecca Laumann  
Brister Hall, Room 120  
(901) 678-2814  
[rlaumann@memphis.edu](mailto:rlaumann@memphis.edu)

### **Immigration issues:**

Arda Beskardes  
[abeskrds@memphis.edu](mailto:abeskrds@memphis.edu)

# Financial Aid Checklist

Graduate student financial aid awards are only offered to individuals who have been admitted as a **degree-seeking student** to the university.

- ❑ To learn more about the different type of loans, work programs, scholarships and alternative loans:  
<http://www.enrollment.memphis.edu:80/FinancialAid/aidprog2.html>
- ❑ For advice on financial aid:  
<http://www.enrollment.memphis.edu:80/FinancialAid/advice.html>
- ❑ Financial aid forms are at:  
<http://www.enrollment.memphis.edu:80/FinancialAid/forms.html>
- ❑ To find out your financial aid counselor, visit this website:  
<http://www.enrollment.memphis.edu:80/FinancialAid/contact.html>
- ❑ Please return any requested documents to the Office of Financial Aid in a timely manner. If you would like to know whether we received any requested documents please contact the Financial Aid office at 901-678-3649 or 901-678-3737.
- ❑ Make sure you review your paper award letter, which is mailed to each student who is awarded any type of financial aid from our institution. Only return this document to the Financial Aid office if you are making changes or do not wish to receive some or all of the programs offered to you.
- ❑ You can access your financial aid status and award information through **Spectrum**. Once you get into **Spectrum**, select **Account\$** and look under **Financial Bookmarks**.
- ❑ Remember to complete your United States taxes early each year so you can complete the Free Application for Federal Student Aid (FAFSA). Keep copies of your tax returns in case our office requests them.
- ❑ The school code number is **003509**. You will need to know this for the application.
- ❑ Make sure you file a FAFSA each year as early as possible after January 1.

To file a FAFSA online visit this website: <http://fafsa.ed.gov>

- The deadline dates to submit your FAFSA can be found at:  
<http://www.enrollment.memphis.edu:80/FinancialAid/whento.html>

Deborah Ann Brown  
Office of Financial Aid  
103 Wilder Tower  
Memphis, TN 38152-3520

dbrown@memphis.edu  
901-678-4825 office  
901-678-3590 fax

## **DEPARTMENT OF COMMUNICATION: M.A. PROGRAM ADVISORY COMMITTEE FORM**

This Department of Communication form identifies the chair and members of a student's M.A. program advisory committee. Once completed, it should be submitted to the Department Chair for approval. Once approved, it will be placed in the student's file. The Graduate School does not receive a copy of this form.

This form replaces the Thesis/Dissertation Faculty Advisory Committee form (from the University Council for Graduate Studies and Research) that is currently used for this purpose. The Thesis/Dissertation Faculty Advisory Committee form must be completed when the student's M.A. thesis committee is formed.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Program (Commun. Or Film/Video): \_\_\_\_\_

Committee Appointments:

Printed Name

Signature

Chair \_\_\_\_\_

Members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dept. Chair Approval \_\_\_\_\_



## **DEPARTMENT OF COMMUNICATION: Ph.D. PROGRAM ADVISORY COMMITTEE FORM**

This Department of Communication form identifies the chair and members of a student's Ph.D. program advisory committee. Once completed, it should be submitted to the Department Chair for approval. Once approved, it will be placed in the student's file. The Graduate School does not receive a copy of this form.

This form replaces the Thesis/Dissertation Faculty Advisory Committee form (from the University Council for Graduate Studies and Research) that is currently used for this purpose. The Thesis/Dissertation Faculty Advisory Committee form should and must be completed when the student's Ph.D. dissertation committee is formed.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Committee Appointments:

Printed Name

Signature

Chair: \_\_\_\_\_

Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dept. Chair Approval: \_\_\_\_\_

## Sample Plans of Study

*Sample Masters with Thesis*

### Master's Plan of Study Amanda Gresens The University of Memphis

#### **Degree:**

Bachelor's of Science in Communication and Media, State University of New York at New Paltz, 2004

#### **Area of Emphasis:**

I am focusing on a variety of areas based in rhetorical studies. My studies include rhetorical theory, public address, political communication, as well as gender and communication,

#### **Statement of Purpose:**

I believe that understanding gender and communication as well as women's rhetoric is an important part of understanding our society today as well as our history. My studies allow me to look deeper into gendered communication in order to analyze the rhetoric of female politicians and women's social movements. Studying rhetoric allows me to see how female politicians navigate the male-dominated political arena, and look deeper into how female-dominated social movements function rhetorically.

Upon earning a Master's degree, my goal is to teach introductory and lower level communication courses, gaining valuable life experiences before pursuing a PhD, with the goal of teaching communication courses at the university level.

#### **Timetable for Completion of Degree Work:**

I was accepted in to the Master's program at the University of Memphis in Fall 2008. I plan to finish my degree in the Spring of 2010, when I will present and defend a thesis.

#### **Proposed Thesis Topic:**

*First Lady and Surrogate: Eleanor Roosevelt's Presidential Campaign Rhetoric, 1932-1945.* This thesis will focus on how Eleanor Roosevelt acted as a campaign surrogate for her husband, President Franklin D. Roosevelt, during his presidential campaigns in the years of 1936, and 1940, the years of her highest activity.

**Advisory Committee:** Sandra Sarkela, PhD, Chair

Antonio de Velasco, PhD  
Janann M. Sherman, PhD

**Required Courses (6 hours):**

Rhetorical Theory COMM 7350  
Communication Theory COMM 7321

**Communication and Rhetorical Studies (30 hours):**

Topics in Rhetoric, Rhetorical Pedagogy COMM 7820  
Seminar in Argumentation COMM 7621  
Seminar in Public Address COMM 7362  
American Eloquence COMM 6360  
Seminar in History of Rhetoric COMM 7815  
Contemporary Rhetorical Theory COMM 7616  
Special Topics, Rhetoric of Cultural Studies COMM 7820  
Rhetorical Criticism COMM 7371  
Thesis COMM 7996 (6 hours)

**Schedule of Classes:**

|             |  |            |
|-------------|--|------------|
| Fall 2008   | COMM 7350 Rhetorical Theory                            | 3hr        |
|             | COMM 7820 Topics in Rhetoric, Rhetorical Pedagogy      | 3hr        |
|             | COMM 7621 Seminar in Argumentation                     | 3hr        |
|             | COMM 7001 Research Assistantship                       | <u>3hr</u> |
|             | Cumulative   | 12 hrs     |
| Spring 2009 | COMM 7362 Seminar in Public Address                    | 3hr        |
|             | COMM 6360 American Eloquence                           | 3hr        |
|             | COMM 7815 Seminar in History of Rhetoric               | 3hr        |
|             | COMM 7002 Intermediate Teaching Techniques             | <u>3hr</u> |
|             | Cumulative   | 24 hrs     |
| Fall 2009   | COMM 7371 Rhetorical Criticism                         | 3hr        |
|             | COMM 7616 Contemporary Rhetorical Theory               | 3hr        |
|             | COMM 7996 Thesis                                       | 3hr        |
|             | COMM 7002 Teaching Assistantship                       | 3hr        |
|             | Cumulative   | 36 hrs     |
| Spring 2010 | COMM 7820 Special Topics, Rhetoric of Cultural Studies | 3hr        |
|             | COMM 7321 Communication Theory                         | 3hr        |
|             | COMM 7996 Thesis                                       | 3hr        |
|             | COMM 7002 Teaching Assistantship                       | <u>3hr</u> |

Cumulative 48 hrs

*I approve this plan of study for Amanda Gresens*

Committee Member Signatures

Date

**Sandra Sarkela** \_\_\_\_\_

**Antonio de Velasco** \_\_\_\_\_

**Janann Sherman** \_\_\_\_\_

*Sample Master Plan of Study with Comprehensive Exams*

**Master's Plan of Study**  
**Steven Medlock**  
**University of Memphis**

**Degree:**

Bachelor's of Arts in Corporate and Organizational Communication, Western Kentucky University, Fall 2006

**Area of Emphasis:**

I am focusing on attaining my M.A. in communication with an emphasis in rhetorical studies and its application to sports.

**Statement of Purpose:**

Whether merited or not, media coverage of sports rivals that of the attention given to politics. Understanding the framework in which media covers sport deserves attention.

With the combination of communication and sport, my Master's program will satisfy two of my greatest passions in life into one. I hope to apply my knowledge of language to a job in the sports media field.

I believe no matter what I do after earning my Master's from the University of Memphis, I will be better equipped to handle all that I encounter. The skills I hope to gain throughout my time in this program will prepare me to succeed in whichever field I may choose to work in.

**Timetable for Completion of Degree Work:**

I began my program in the Fall of 2007 and plan on taking my comprehensive exams at the end of the Spring semester in 2009.

**Proposed Committee:**

Antonio de Velasco, PhD, Chair  
Grey Matthews, PhD  
Sandy Sarkela, PhD

**Required Courses:**

Rhetorical Theory COMM 7350  
Communication Theory COMM 7612

**Schedule of Classes:**

Fall 2007

|             |  |                   |
|-------------|--|-------------------|
|             | COMM 7350 Rhetorical Theory                      | 3 hr              |
|             | COMM 6013 Communication in Political Campaigning | 3 hr              |
|             | COMM 6340 Listening                              | <u>3 hr</u>       |
|             |  | Cumulative 9 hrs  |
| Spring 2008 | COMM 7371 Rhetorical Criticism                   | 3 hr              |
|             | SLC 7603 Administration in Athletics             | 3 hr              |
|             | COMM 7807 Mass COMM and Society                  | <u>3 hr</u>       |
|             |  | Cumulative 18 hrs |
| Summer 2008 | SLC 7440 Promotion and Information               | <u>3 hr</u>       |
|             |  | Cumulative 21 hrs |
| Fall 2008   | COMM 6362 Place, Community and Communication     | 3 hr              |
|             | SLC 7441 Sponsorship                             | <u>3 hr</u>       |
|             |  | Cumulative 27 hrs |
| Spring 2009 | COMM 7331 Communication Theory                   | <u>3 hr</u>       |
|             |  | Cumulative 30 hrs |
| Summer 2009 | COMM 7374 Independent Study (Mathews)            | <u>3 hr</u>       |
|             |  | Cumulative 33 hrs |
| Fall 2009   | COMM 7322 Persuasion and Interpersonal Influence | <u>3 hr</u>       |
|             |  | Cumulative 36 hrs |

*I approve this Plan of Study for Steven Medlock.*

Antonio de Velasco, PhD, Chair

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Grey Matthews, PhD

\_\_\_\_\_

Sandy Sarkela, PhD

\_\_\_\_\_

*Sample Film/Video Graduate Plan of Study*

**Master's Plan of Study  
Film/Video Graduate Plan  
of Study**

1. For students coming into the program with a production and studies background.

FALL

7350 Rhetorical Theory

6824 Cinematography/Videography

7374 Independent Studies (in Film History)

SPRING

7321 Communication Theory

6891 Producing and Directing

6970 Screenwriting

FALL

7802 Seminar in Film Criticism

7374 Independent Studies (in Film Studies. Often includes “sitting in” in appropriate classes) or 7000 level elective.

7892 Film and Video Production

SPRING

7994 Culminating Project

7892 Film and Video production OR 7000 level elective

7804 Seminar in Media Theory and Criticism

2. For students without a background in production.

FALL

3823 Motion Picture Production I

7350 Rhetorical Theory

6850 Film History I

SPRING

3824 Motion Picture Production II

6891 Producing and Directing

6970 Screenwriting

FALL

7802 Seminar in Film Criticism

7321 Communication Theory

6824 Cinematography/Videography

SPRING

7892 Film and Video Production

7374 Independent Studies (in Film History)

7804 Seminar in Media Theory and Criticism

FALL

7994 Culminating Project

7374 Independent Studies (in Film Studies. Often includes “sitting in” in appropriate classes) or 7000 level elective.

7892 Film and Video Production

*Sample PhD Program of Study in Rhetoric*

**PhD Program of Study**  
**Mittie K. Carey**  
**University of Memphis May 7, 2009**

**Committee**

Dr. Sandra J. Sarkela, Chair  
Dr. Valerie Bridgeman (Outside Member)  
Dr. Michael Leff  
Dr. David G. Matthews

**Degrees**

B.S. Marketing, Christian Brothers University, Memphis, TN, 1998  
M.Div. Memphis Theological Seminary, Memphis, TN, 2004

**Area of Emphasis**

Rhetorical criticism and theory

**Professional and Academic Goals**

I intend to conduct research in the areas of rhetorical criticism and theory and to teach in a university setting. More specifically, I am interested in the rhetoric of African American female clergy during and since the Civil Right Era and how they integrate (d) their religious and political voices in the fight for social justice.

**Tools**

I intend to employ critical approaches to their rhetoric including (but not limited to) close hermeneutical and historical analyses and rhetorical criticism.

**Residency**

I currently reside in the Memphis area and will continue to do so while completing my coursework and degree requirements.

PhD Program of Study  
Coursework  
Mittie K. Carey  
May 7, 2009

Spring 2008 (non-degree seeking student)

COMM 8350 Rhetorical Theory

COMM 8808 Mass Communication and Society: New Media

Fall 2008

COMM 8621 Seminar Argumentation

COMM 8820 Topics in Rhetoric

HIST 8880 African American Historiography

Spring 2009

COMM 6360 American Eloquence

COMM 8321 Communication Theory

COMM 8362 Seminar in Public Address

Summer 2009

HIST 6882 Civil Rights Movement

Fall 2009

COMM 8371 Rhetorical Criticism

COMM 8616 Contemporary Rhetorical Theory

COMM 8992 Pro-Seminar

Spring 2010

COMM 7820 Special Topics, Writing for Comm. Studies

COMM 7820 Special Topics, Rhetoric of Cultural Studies

COMM 8374 Independent Studies: Readings for Comprehensive Exams

Summer 2010

Comprehensive Examinations

Fall 2010

Dissertation 9 Hours

Spring 2011

Dissertation 6 Hours

Dissertation Defense

Total Hours Coursework 45

Dissertation 15

Total 60

Comprehensive Examination  
Summer 2010

| <u>Time</u>     | <u>Subject Area</u> | <u>Examiner</u> |
|-----------------|---------------------|-----------------|
| 2 Hours         |                     |                 |
| 2 Hours         |                     |                 |
| 2 Hours         |                     |                 |
| 2 Hours         |                     |                 |
| 2 Hours         |                     |                 |
| Total: 10 Hours |                     |                 |

*Sample PhD Program of Study in Applied Communication*

**Ph.D. Program of Study  
Tracy Manning  
University of Memphis**

**Degrees**

A.A. Litigation Paralegal, State Technical Institute, Memphis, TN, 1998  
B.A. Political Science, University of Memphis, Memphis, TN, 2001  
M.A. Communication, University of Memphis, Memphis, TN, 2005

**Areas of Study**

Health Communication, Organizational Communication, Public Health

**Statement of Philosophy, Academic and Professional Goals**

I am interested in communication theory as it applies to organizational and health communication as well as public health. After completing my Ph.D., I would like to conduct research on the efficacy of public health campaigns and teach either in a communication department or a medical school. I am interested in integrating communication theory and practice to on-going efforts in medical education and public health education.

**Possible Dissertation Topic**

I would like to study HPV and cervical cancer health campaigns as they relate to health communication from an intercultural perspective. I plan to study the misconceptions, information currently provided, and needs of Hispanic, African American, and white women in the Memphis area regarding HPV and cervical cancer.

**Research Methodology**

I have taken introductory qualitative research, advanced qualitative research methods, and Public Health research methods. With the skills gained in these classes, I plan to use both qualitative and quantitative methods in my dissertation.

**Satisfaction of Residency Requirements**

I have already fulfilled the residency requirement by being enrolled as a full time student for two consecutive semesters. I plan to continue in full time status until the end of my program.

**Committee**

Dr. Amanda Young, Chair  
Dr. David G. Matthews  
Dr. Walter Kirkpatrick  
Dr. Marian Levy

## MA Coursework that Fulfills PhD Requirements

COMM 7350 Rhetorical Theory  
COMM 7321 Communication Theory  
COMM 8804 Seminar in Media Theory/Criticism  
COMM 8434 Advanced Qualitative Research Methods

**Additional MA coursework completed at the University of Memphis is appended.**

| <b>Coursework Completed/In Progress (36 hrs)</b>                             | <b>Hours</b> |
|--|--------------|
| <b>Spring 2008 (9 hours)</b>   |              |
| COMM 8003 Advanced GTA Teaching Technique                                    |              |
| COMM 8012 Graduate Seminar in Health Communication (Public Health-Young)     | 3            |
| COMM 8374 Independent Studies, Communication Arts (Dialogue- Matthews)       | 3            |
| COMM 8993 Special Problems (Humane Communication- Matthews)                  | 3            |
|  | ---          |
|  | <b>9</b>     |
| <b>Fall 2008 (9 hours)</b>   |              |
| COMM 8001 Research Assistantship (Tobacco Free Memphis)                      |              |
| COMM 8012 Graduate Seminar Health Communication (Cancer Communication-Young) | 3            |
| COMM 8369 Seminar Organizational Communications (Kirkpatrick)                | 3            |
| PUBH 7180 Foundations of Public Health (Levy)                                | 3            |
|  | ----         |
|  | <b>18</b>    |
| <b>Spring 2009 (9 hours)</b>   |              |
| COMM 8001 Research Assistantship (Tobacco Free Memphis)                      |              |
| COMM 6217 Contemplative Communication (Matthews)                             | 3            |
| COMM 8820 Topics in Rhetoric (Graduate Level Writing-Young)                  | 3            |
| PUBH 7100 Public Health Research Methods (Levy)                              | 3            |
|  | ---          |
|  | <b>27</b>    |
| <b>Fall 2009 (9 hours)</b>   |              |
| COMM 8003 Advanced GTA Teaching Technique                                    |              |
| HPRO 7182 Health Promotion (McClanahan)                                      | 3            |
| COMM 8992 Pro Seminar (Leff)   | 3            |
| COMM 8014 Public Health (Li)   | 3            |
|  | ---          |
|  | <b>36</b>    |

**Spring 2010 (9 hours)**

|   |           |
|---|-----------|
| COMM 8003 Advanced GTA Teaching Technique                                   | 3         |
| ANTH 6511 Medical Anthropology (Finerman)                                   | 3         |
| COMM 8012 Graduate Seminar in Health Communication (Health Literacy –Young) | 3         |
| COMM 8374 Independent Study (Org Comm/Health Comm-Kirkpatrick)              | 3         |
|   | ---       |
|   | <b>45</b> |

**Fall 2010**

|  |           |
|--|-----------|
| COMM 8003 Advanced GTA Teaching Technique        |           |
| COMM 8996 Reading for Comps                      | 3         |
| COMM 8996 Reading for Comps                      | 3         |
| PUBH 7170 Epidemiology in Public Health (Maziak) | 3         |
|  | --        |
|  | <b>54</b> |

**Fall 2010 Timeline:**

**Take Comps- Late October**

**Write and get Prospectus approved- End of Fall 2010**

- Spring 2011** 9 hours Dissertation
- Fall 2011** 9 hours Dissertation
- Spring 2012** 1 hour Dissertation Defense

|                           |                 |
|---------------------------|-----------------|
| <b>Total Course Hours</b> | <b>54 hours</b> |
| <b>Dissertation</b>       | <b>15 hours</b> |
|                           | -----           |
| <b>Total</b>              | <b>69 hours</b> |

| <b>Committee Approval</b> | <b>Signature</b> | <b>Date</b> |
|---------------------------|------------------|-------------|
| Dr. Amanda Young, Chair   | _____            | _____       |
| Dr. David G. Matthews     | _____            | _____       |
| Dr. Walter Kirkpatrick    | _____            | _____       |
| Dr. Marian Levy           | _____            | _____       |

**Additional MA work**

|             |             |  |
|-------------|-------------|--|
| <b>COMM</b> | <b>6011</b> | <b>Communication in Organizations</b>          |
| <b>COMM</b> | <b>6013</b> | <b>Communication in Political Campaigning</b>  |
| <b>COMM</b> | <b>7808</b> | <b>Mass Communication/Society</b>              |
| <b>COMM</b> | <b>6341</b> | <b>Interpersonal Communication</b>             |
| <b>COMM</b> | <b>7001</b> | <b>Research Assistantship</b>                  |
| <b>COMM</b> | <b>7322</b> | <b>Persuasion/Influence</b>                    |
| <b>COMM</b> | <b>7369</b> | <b>Seminar in Org Communications</b>           |
| <b>COMM</b> | <b>7001</b> | <b>Research Assistantship</b>                  |
| <b>COMM</b> | <b>7219</b> | <b>Classroom Communication</b>                 |
| <b>COMM</b> | <b>7806</b> | <b>Trends Mass Communication</b>               |
| <b>COMM</b> | <b>6340</b> | <b>Listening</b>                               |
| <b>COMM</b> | <b>7002</b> | <b>Introductory/Intermediate Teaching Tech</b> |
| <b>COMM</b> | <b>7369</b> | <b>Seminar in Org Communications</b>           |
| <b>COMM</b> | <b>7434</b> | <b>Qualitative Research Methods</b>            |
| <b>COMM</b> | <b>7002</b> | <b>Introductory/Intermediate Teaching Tech</b> |
| <b>COMM</b> | <b>7993</b> | <b>Special Problems</b>                        |